

BOARD OF HEALTH MEETING MINUTES

April 19, 2018

9:00 a.m. – 12:30 p.m.

PRESENT:

BOARD OF HEALTH MEMBERS

Brian Farnsworth, Commissioner, Chairman
Wayne Butts, Commissioner
Brent Mendenhall, Commissioner
Lee Miller, Commissioner
Ken Miner, Commissioner
Greg Shenton, Commissioner
Bryon Reed, Commissioner

STAFF MEMBERS

Geri Rackow
Angy Harwood
Steve Thomas
Kellye Eager
Cheryl O'Connell
Tammy Cox
Amy Gamett

ADMINISTRATIVE ITEMS

1. Call to Order

Chairman Farnsworth called the meeting to order at 9:00 a.m. Barbara Nelson and Bill Leake are excused from today's meeting. Chairman Farnsworth has asked to be excused from the meeting at 11:30 a.m.; Commissioner Reed will conduct the meeting in his absence.

2. EXECUTIVE SESSION: PERSONNEL MATTER [74-206(b)]

MOTION: Commissioner Butts made a motion to go into Executive Session to discuss a personnel matter pursuant to Idaho Code 74-206 (b)

SECOND: Commissioner Miner

ACTION: Commissioner Mendenhall – yes, Commissioner Miner – yes, Commissioner Miller – yes, Commissioner Reed – yes, Commissioner Shenton – yes, Chairman Farnsworth – yes.
Commissioner Butts – yes

Executive Session adjourned at 9:40 a.m.

MOTION: Commissioner Reed made a motion to approve a 4% salary increase for FY19 and a \$2,000 bonus to Director Geri Rackow based on performance.

SECOND: Commissioner Miller

ACTION: MOTION CARRIED UNANIMOUSLY

3. Approval of Consent Agenda

- Approval of February 15, 2018 Board of Health Meeting Minutes.
- Subgrant Ratifications
- FY18 Budget Report

MOTION: Commissioner Shenton made a motion to approve the April 19, 2018 Consent Agenda.

SECOND: Commissioner Miner

ACTION: MOTION CARRIED UNANIMOUSLY

4. Confirmation of Board Member Appointments/Reappointments

Commissioner Mendenhall's appointment and Commissioners' Reed and Miller reappointments to Eastern Idaho Public Health's Board of Health have been ratified by the County Commissions.

5. Trustee/Executive Council Report

Bill Leake, Trustee, was not able to attend today's meeting, but he did provide Ms. Rackow with a report for the board.

- **HB 562 – Public Health Districts**

This bill passed both the House and the Senate. The bill codified the requirement of the Trustees' meetings to be subject to Open Meeting Laws and locks in the state general fund appropriation formula adopted by the Trustees for two years, unless there is an emergency and a change to the formula is unanimously approved by the Trustees.

- **Food Fee Workgroup Update**

Ms. Rackow updated the board members on work being done by the Food Fee Workgroup. Tom Dale, County Commissioner and Trustee from District 3, is the lead for the workgroup. The workgroup will meet in Boise next week.

The next Trustee/Executive Council conference call is scheduled for Friday, April 27, 2018. The next in person meeting will be held on June 13, 2018.

6. **Idaho Association of District Boards of Health Annual Conference (IADBH)**

a. **Resolutions:** Ms. Rackow provided information and updates on the following resolutions. The resolutions will be presented at the at the IADBH conference business meeting in June.

- Food Fees: The resolution is not complete at this time. The Environmental Health Directors will meet next week to discussion the Food Fees resolution is on the agenda. . They Environmental Health Director's will make a recommendation to the Trustees.
- Home Visiting
- Family Planning Waiver

MOTION: Commissioner Reed made a motion to support the resolutions on Home Visiting and Family Planning.

SECOND: Commissioner Shenton

ACTION: MOTION CARRIED UNANIMOUSLY

a. **Attendance at the Conference**

Registration forms have been distributed and should be returned along with payment for guest meals if applicable. EIPH will make the hotel reservations for board members attending the conference.

7. **National Association of Local Boards of Health Conference**

The Conference will be held in Raleigh, North Carolina on August 8-10, 2018. Let Ms. Rackow know if you are interested in attending.

8. **Service Awards**

Commissioner Farnsworth, Board of Health Chairman, was recognized for 5 years of service to Eastern Idaho Public Health and Geri Rackow, EIPH Agency Director, was recognized for 15 years of service to the agency.

NEW BUSINESS

1. **Director's Report**

a. **SB 1341 – Child Protective Act/Citizen Review Panel**

This bill gives oversight of the state's Citizen Review Panels to the Health Districts (previously overseen by the Department of Health and Welfare). We will be responsible for oversite of the application process, selection of members, providing a space for the meetings, and some clerical support for reporting purposes. In FY19, each Health District will receive \$7,900 to support the administrative oversight. Training for the new panel members will be provided by Idaho Courts.

b. **SB 1362 – Maternal Child Home Visiting**

\$1.6 million from Health and Welfare's FY2018 budget has been reallocated to the Health Districts for expansion of Home Visiting programs in the state. EIPH will use the additional funding to expand our Parents as Teachers Program into all eight of our counties. Prior to this funding, we only received funding to provide home visiting services in Bonneville County. We anticipate being able to serve an additional 25-30 families throughout our district.

c. Partnership for Success Grant Opportunity (Region 7 Behavioral Health Board)

The Regional Behavioral Health Boards have been given the opportunity to participate in a statewide grant from Idaho's Office of Drug Policy. The Behavioral Health Boards in each of the seven regions have been approached to support the grant. The grant will focus on primary prevention efforts for substance abuse in the 12-25 age group. The funding is anticipated to be about \$100,000 for each Region for four years. The grant would be administered by EIPH and require the hiring a Certified Prevention Specialist to conduct the work related to the grant.

MOTION: Commissioner Reed made a motion to support the grant application from the Office of Drug Policy with regards to primary prevention efforts for substance abuse.

SECOND: Commissioner Mendenhall

ACTION: MOTION CARRIED UNANIMOUSLY

d. Rexburg Free Clinic Proposal Follow Up

Ms. Rackow reported that Greg Klingler, P.A., requested to meet with the board at its June 21, 2018 meeting to provide a business plan and update the board on the free clinic planned for the Rexburg area. They are requesting the use of the Rexburg office.

e. Idaho Community Foundation Community Conversation

The Board members were invited to attend the Idaho Community Foundation's Community Conversations from 1:00 p.m. to 3:00 p.m. today at the Museum of Idaho Education Center, 200 N Eastern Avenue, Idaho Falls. Ms. Rackow is presenting on health data in our region.

f. Crisis Intervention Training

Crisis Intervention Training (CIT) programs are designed to improve the way law enforcement and the community respond to people experiencing mental health crises. Ms. Rackow reported we will be providing EIPH employees with a condensed version of CIT at EIPH during our General Staff meeting on May 10 from 1:00 p.m. - 4:00 p.m. An invitation to attend the training was extended to the board members.

2. FY19 Compensation Plan

Ms. Rackow reviewed EIPH's proposed FY19 Compensation Plan and raise distribution Matrix with the Board. She reported that we are required by Idaho's Division of Human Resources (DHR) and Division of Financial Management (DFM) to include the compa ratio and a market component in the matrix this year. If the plan is approved by the board, Ms. Rackow will submit it to DHR & DFM for approval. The requested increase in employee compensation will help bring our district a little more in line with pay levels at the other Public Health Districts in Idaho. Employee raises would go into effect on June 17, 2018 (the first pay period of FY2019). Ms. Rackow also reported that the FY19 state pay schedule will be adjusted upward by 3% effective June 17, 2018.

MOTION: Commissioner Reed made a motion to approve EIPH's FY19 Compensation Plan as proposed.

SECOND: Commissioner Shenton

ACTION: Commissioner Mendenhall – yes, Commissioner Miner – yes, Commissioner Miller – yes, Commissioner Reed – yes, Commissioner Shenton – yes, Chairman Farnsworth – yes, Commissioner Butts – yes

3. FY19 Budget Proposal

Ms. Rackow and Mr. Thomas reviewed EIPH's FY2019 Budget Proposal and answered questions from the board members.

MOTION: Commissioner Miner made a motion to approve the FY2019 Operating Budget as proposed.

SECOND: Commissioner Reed

ACTION: Commissioner Mendenhall – yes, Commissioner Miner – yes, Commissioner Miller – yes, Commissioner Reed – yes, Commissioner Shenton – yes, Chairman Farnsworth – yes, Commissioner Butts – yes

MOTION: Commissioner Miller made a motion to approve the FY2019 Operating and Capital Reserve Accounts as proposed.
SECOND: Commissioner Butts
ACTION: Commissioner Mendenhall – yes, Commissioner Miner - yes, Commissioner Miller – yes, Commissioner Reed – yes, Commissioner Shenton - yes, Chairman Farnsworth – yes. Commissioner Butts – yes

4. Environmental Health Issues

Ms. Eager provided updates to the board member on:

- Environmental Health litigation involving G. Roundy - EIPH submitted a referral package on this case to the Idaho Department of Environmental Quality on February 28, 2018. EIPH has previously been awarded attorney fees of \$6,270.00, which was received from the Roundy family. Ms. Eager reported that the Roundys appear to be cooperating with the DEQ to become compliant.
- Non-Municipal Solid Waste Landfill Guidance Stakeholder Meetings
- Accredited Food Managers requirement – effective July 1, 2018, the Idaho Food Code requires that an Accredited Food Protection Manager have supervisory authority to direct and control food preparation activities and to correct food safety violations for the establishment. This manager must have completed a nationally accredited food safety examination. We have been working to educate food establishments on this new requirement.

ADJOURNMENT

MOTION: Commissioner Miner made a motion to adjourn the meeting at 12:30 p.m.
SECOND: Commissioner Shenton
ACTION: MOTION CARRIED UNANIMOUSLY

The next Board of Health Meeting and Public Budget Hearing will be held on June 21, 2018 in Idaho Falls.

Brian Farnsworth, Chairman

Geri L. Rackow, Secretary